

INTERNAL  
COMMUNICATION FORM  
DEPARTMENT OF HUMAN SERVICES

Suspense Date: **Nov. 16, 2010**

Subject: Department of Human Resources Development: New  
Employee Orientation - Oahu

Originator: W. Ikemori  
6-4971

To: SOs/DAs

From: APERS

Date: 11/15/10

Memo No. 1

The Department of Human Resources Development (DHRD) has announced their **Oahu** New Employee Orientation program (NEO).

**COURSE TITLE:** New Employee Orientation

**PURPOSE:** To provide information on topics of interest for newly hired employees. The following is a list of agencies and organizations that will present valuable information on their services:

Department of Human Resources Development (DHRD)  
Employer union Trust Fund (EUTF)  
Island Savings (Deferred Comp)  
Island Flex  
Hawaii State Ethics Commission  
Employee Retirement System (ERS)  
Hawaii State Credit Unions  
Hawaii Government Employees Association (HGEA)  
United Publics Workers (UPW)

**SCHEDULE:** Session No: NEO #0029  
Date: December 8, 2010  
Time: 7:45am to 12:30pm  
Location: Leiopapa a Kamehameha Building (aka: State Office Building)  
235 South Beretania Street, Conference Room 204  
Honolulu, Hawaii

**REGISTRATION:** Please submit a prioritized list of your **newest employees** on the attached DHS 104 form by **November 16, 2010**.

**COST:** None.

**PARKING:** On your own

Persons who have requests for special needs or reasonable accommodations (e.g., sign or other language interpreter, large print materials, van accessible parking), must send requests to PERS-TS by **November 22, 2010**. Standard parking spaces might be made into accessible parking if required for van accessible parking. If so a temporary curb ramp will lead to the accessible route to the event. Carpooling is encouraged. Although each DHS office will try to fill your request, resources are limited and depend on availability. If a resource is not available, an alternative method might be used to meet your need. Those who have questions concerning registration procedures please contact Pauline Chun at 586-4970/586-4959 (TTY).

  
APERS

c: DIR